



# CITY OF PLEASANT HILL

Planning Division

TEL (925) 671-5209  
FAX (925) 682-9327

www.pleasanthill.ca.gov

100 Gregory Lane  
Pleasant Hill, CA 94523

## TEMPORARY SIGN PERMIT

### Application Guide

#### WHAT IS A TEMPORARY SIGN?

(PHMC §18.60.050.F)

- banner or similar sign
- flashing, moving, or animated signs
- searchlights
- flags, pennants, streamers, spinners, etc.
- portable sign



What are the purposes of a temporary sign:

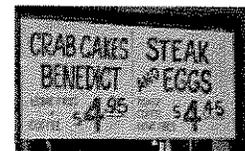
- Advertise a special promotion
- Maintain tenant identity while an application for permanent signage is pending
- Warn of a temporary, dangerous condition

#### DO I NEED A PERMIT FROM THE CITY?

**YES!**, except for temporary window signs

#### WHAT ARE TEMPORARY WINDOW SIGNS?

Temporary window signs are visible from outside the building and located within 5 feet of the interior of the window. Permanent window signs (allowed to cover 25% of the window frontage) do not need a temporary sign permit. Temporary window signs are allowed in addition to permanent window signs if:



- Used for a special event, promotion or temporary activity.
- Temporary window signs placed from the floor level or ground (whichever is higher) up to 7 feet high, only 50% of this area may be covered.
- Temporary window signs are not allowed in or facing a residential zoning districts **AND** cannot be located above 7 feet.
- Temporary window signs are not allowed to be displayed more than 30 days at a time, 3 times per year.

## **WHAT ARE THE REGULATIONS (excluding temporary window signs)?**

Temporary signs are allowed to be displayed four (4) times per year and include the following types with corresponding time lengths:

- Banners and the like can be on display for up to 30 days at a time.
- Flashing, moving, animated signs, including flags, pennants, streamers, spinners and the like, can be on display for up to 5 days at a time.

The following information cannot be displayed on temporary signs:

- Address (including email addresses)
- Phone Numbers

This type of information is not allowed because temporary signs are only to be used for special events. Temporary signs are to be placed on the building structure and not on the roof or above the roof parapet.

## **HOW DO I APPLY FOR A TEMPORARY SIGN PERMIT?**

1. Fill out and complete a temporary sign permit application (packet item #2).
2. Provide a diagram of the proposed temporary sign showing the appearance and text of the sign and the dimensions (how big?, how tall?) of the sign, and the location on the building where the sign will be placed.
3. Provide requested dates of display.
4. Please submit the provided information to the Planning Division (City Hall) at least 1 week before you intend to put the sign on display.

## **IS THERE A COST ASSOCIATED WITH A TEMPORARY SIGN PERMIT?**

No, there is no cost.

## **WHERE DO I GET MORE INFORMATION?**

Further information may be found in the Pleasant Hill Municipal Code, in the Sign Ordinance (Chapter 18.60) a copy may also be printed from the City of Pleasant Hill website ([www.pleasanthill.ca.gov](http://www.pleasanthill.ca.gov)) or obtained directly from the Planning Division, 100 Gregory Lane, Pleasant Hill, CA 94523, 925-671-5209.



# APPLICATION FOR TEMPORARY SIGN PERMIT

CITY OF PLEASANT HILL

100 Gregory Lane  
Pleasant Hill, CA 94523  
Tele. (925) 671-5209  
Fax. (925) 682-9327

www.pleasanthill.ca.gov

The City of Pleasant Hill allows signs for promotional events four times annually for up to 30 days each time on any legally licensed business property for the purpose of promotional sales which use banners and/or special signs to identify the event. The permit only pertains to the sign for the event. This event must be pertinent to the business operation as a part of a sales program.

## I. GENERAL DATA

- A. Business Name \_\_\_\_\_
- B. Assessor's Parcel Number(s) \_\_\_\_\_
- C. Address of Property \_\_\_\_\_
- D. Sign Dimensions \_\_\_\_\_
- E. Sign Text & Graphics \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- F. Dates Displayed \_\_\_\_\_
- G. Location Displayed \_\_\_\_\_

**NOTE:** All banners must be backed by a permanent, flat surface. Square footage of temporary signs may not exceed 100% of the area otherwise allowed for permanent signing. No phone numbers are allowed on banner.

## II. AUTHORIZATION

In signing this application, I, as owner and/or as applicant, represent to have full legal capacity to, and hereby do authorize the filing of the application. If this application has not been signed by the property owner, attached is separate documentation of full legal authority to file this application. I agree to be bound by the conditions of approval of this application, subject only to the right to object at the hearing or during the appeal period. I further certify that the information and exhibits submitted are true and correct.

### A. Property Owner or Property Manager:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### B. Applicant other than Property Owner:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## III. CITY

Temporary Sign Permit Approved: \_\_\_\_\_  
Date \_\_\_\_\_ Planning Division \_\_\_\_\_

- |      |   |  |                                      |
|------|---|--|--------------------------------------|
| C.C. | <input type="checkbox"/> Applicant        | <input type="checkbox"/> Business License  | <input type="checkbox"/> Engineering |
|      | <input type="checkbox"/> Code Enforcement | <input type="checkbox"/> Police Department | <input type="checkbox"/> Other _____ |